David Haas 98 Fri, 3Oct 97 to Osk spring alectes if they would wait La Make sure everyone has a bent To at least a couple of vans from manhattan airport from 10a. mb to 1/p.m. 2. any changes from Nat. Conv. schedule needs to be approved by E. C. 3. If Pist Conf. is in agril, Roger & Jim are Rappier about attending them. 4. Call Koger until you get an answer. 5. Everyone reported to David Hoas. 6. Rooms totally taken care by Nat Adates. 7. Thereal Facilities meals & Rooms a Model Initiation Only Costs paid by hat, Is Hay poles C. andio Visuals - Set bids \$ e. Bused are paid by us. I costo

8. Mesle mat. Corp. sponsor a.#/600 donation for snacks/refreshwents 7. Transportation from tality

a. Travel plant sent in I weeks before
rat. one. I

C. Map for Nationals to send out 19al

and 1 (Aug (final Oty)

do Staff all 30 KC, I terminaly with quide

e. Used call phones (amatuer the radios

J. Wed

Thus 6:000 cm. - 3:00 p.m. 10. Registration student all develop Nat. Conv. a. Need plenty of shelp all develop Nat. Conv. b. email soom selp needed C. Jable set-up stermined by Nat, Hofelis, d. Wed Thurs to 11. Signs in airport al. Telephone numbers to call for whatever 12. Red 2 printers One Copying machine

13. Duplication/Regustration/Computers

a. Live times - 400 apries

b. Copier "runner" 4. Treasurer a. Receipto b. Have the estimante amount and have not Hogter send Check 15. Initiation a. 6 or 7 KS-B students to help 16. Speakers Or Dean (Thurs night) b. Saturight) C. MC-Faculty advisor (Fre night)

C. MC-Faculty advisor (Fre night)

C. MC-Sat night (Bob Nagel)

C. MC-Shur sight (Student arangements Chair)

So, Head table seating

Jable signs

7 4-6 students an

R. Meal ticket takers hour before meal 17. Souvenirs - Done 18. Banner a. One Schind head table

19. Group Photograph a. 400 copied b. 11:30a.m. Fri Use Memorial Stadium C. Deliver by 5: 30 p.m. Sat d. Find lowest bulder S. One inside location & one Outside location & Raw photos - 8"×10" gr. KS-G player for manilar enveloper 20. Publicaty a. Contact papers padio stations TV stations b. Write up spiely by may send to not Algha.
C. Write up another for program by I gun d. Pictures of Convo. Charles area places, Campus places - Black & White land Color by aprosite visit. 21. Capprate Nonations a Send out fter by KS- & about same time we send list to that Adata. C. # 700 bollwards Banquet Sat C. Unwannel Corporate booth Prests f. Thurs - Union Bld., 12:30 p.m. (Budget for food)

22. Speakers al. Write ltrs total Nat. Conv. Sates b. Sent to Nat. Holgtrs by Gun 23. Inest frogram/Campus-Orea Jours
Fours sent to natingation by 19mm for Gul
as & perses paid by nati. Hastra. I b. Murs, Ifi, & Sat activities to be back by 5:30 p. ms.

Q. Holidone Shuttle brus Warlable

d. Thurs. Morning to 2:30 p.m. (One van) (Ad. by Nat. Adological

E. Lot. (2:30 to 6:00) Set up student activities (45- & pays) 24. Reserve Deans Van for Wed the Sunof not. Cons. 25. Roas \$653@ to. Umr. edu David toas thetapi@ to. umr. edu 26 Nont email to Not Holgers, Telephone Them. 27. Reserve Form Hall H-State Union, for